



SUBJECT: **JOB OPPORTUNITY: STUDENT INTERN AMERICAN CENTER**

OPEN TO: **University Students**

POSITION: **Unpaid Student Intern**

OPENING DATE: **11/03/2015** **CLOSING DATE: 11/17/2015**

WORK HOURS: Part-time; 15-20 hours/week

LENGTH OF HIRE: Winter 2015 – Summer 2016 (6 months)

SALARY: Unpaid internship (At the conclusion of the internship a letter of reference will be issued)

The U.S. Embassy in Prague, Czech Republic, is seeking an employee for the part-time position of Student Intern at the American Center.

The position is 15-20 hours per week with a flexible schedule (depending on class schedule, work hours can be scheduled in the mornings or afternoons, half days or full days). Embassy working hours are 0800-1630, Monday-Friday.

BASIC FUNCTION OF POSITION

The Public Affairs Section at the U.S. Embassy in Prague supports the activities of the U.S. government and the U.S. Mission to the Czech Republic through cultural events, public programs, media activities, social media interaction and small grants. The American Center, located next door to the U.S. Embassy, is one of the Embassy's main public outreach spaces. It is "Your Guide to the United States" and provides opportunities for cultural, educational and professional exchanges between American and Czech citizens. It is also a research center, library, exhibition space, and an events venue - hosting seminars, conferences, lectures, films, concerts and other events. American Embassy officials often meet with high school or university students at the American Center to discuss current affairs, U.S.-Czech relations, and American culture.

The American Center Intern will work on a variety of projects focused on American culture, foreign policy and public outreach under the supervision of the Deputy Cultural



Attaché in the Public Affairs Section at the U.S. Embassy in Prague. Duties include: library supervision, marketing and outreach activities for the American Center's events, programs, and services to the public; telephoning and emailing on behalf of the American Center related to event promotion; collecting and analyzing information on events at the American Center for use in research reports; event management; research assistance; and social media/website projects related to the American Center as needed, and other administrative duties as assigned.

Interns should have experience or have taken course work in American Studies, International Relations, Political Science and Economics, Cultural Events Planning, Marketing and Business, Law, Library Studies or a similar liberal arts, humanities, or social sciences program. Strong MS Office computer skills are required. In addition the American Center is looking for an intern with good interpersonal and communications skills, excellent customer service, flexibility, and a positive attitude.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. University students (must be an enrolled student for the duration of the internship). The university approval with unpaid student's internship is required.
2. Czech language knowledge, spoken and written, (fluent - 4/4) is required. English language knowledge, spoken and written, (fluent - 4/4) is required.
3. A minimum of six months commitment is required (longer terms are possible if both parties agree) as well as commitment to work 15 to 20 hours a week.

ADDITIONAL SELECTION CRITERIA

Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

TO APPLY

Interested candidates for this position must submit the following:

1. Statement of interest – objectives and motivations in seeking an internship with the US Mission.
2. A current resume or curriculum vitae (CV)



3. At least one letter of reference or contact information from someone who can speak about your work experience or course work.

SUBMIT APPLICATION IN WRITING BY E-MAIL TO:

HROPrague@state.gov. Please include "Intern – American Center" in the subject line.

Or by fax to: 257022811

Or by mail to:

Human Resources Office

American Embassy Prague

Trziste 15

118 01 Prague 1, Czech Republic

CLOSING DATE FOR THIS POSITION: 11/17/2015

The U.S. Mission in the Czech Republic provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.